

State Workforce Planning Task Force
Meeting Minutes
July 28, 2010
10:00 AM-1:00 PM

Members Present: Janet Kelly, Department of Administration; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce; Dick Clark, Department of Administration; Tom Livers, Department of Environmental Quality; Jennifer Jensen, Department of Transportation; Darlene Staffeldt, Montana State Library; Mike Ferriter, Department of Corrections; Tim Burton, Department of Justice; Christian Mackay, Department of Livestock; Alan Peura, Department of Revenue; Lesa Evers, Office of Indian Affairs

Members Absent: Anna Whiting Sorrell, Department of Public Health and Human Services; Galen Hollenbaugh, Secretary of State's Office

Guests: Marty Roos, Joy Conquergood, Donna Hansen, Julie Sanders, Kathy Bramer, Fran Viereck, Chris Blazer, James Fehr, Libbi Lovshin, Jane McKinney, Kerry Davant, Rachel Weiss

Department of Administration Staff Present: Paula Stoll, Peggy Davis, Joe Schopfer, Bonnie Shoemaker, Margie Thomas, John Pavao, Linda Davis, Lisa Coligan

Facilitator: Chris Christensen

Minutes: Bonnie Shoemaker

Welcome: Janet Kelly called the meeting to order at 10:01 a.m., and welcomed members and guests. She turned the meeting over to Chris Christensen.

Meeting Purpose: Chris reviewed the agenda.

Introductions: Task force members and guests introduced themselves.

Minutes: As moved by Alan Peura and seconded by Darlene Staffeldt, the task force approved the May 19 meeting minutes. As moved by Tom Livers and seconded by Darlene Staffeldt, the task force approved the amended June 30 meeting minutes.

Approval of Draft Vision and Goals: As moved by Tim Burton and seconded by Mike Ferriter, the task force approved the amended vision and goals document.

MDT Talent Management Program: Jennifer Jensen presented a summary of the department of Transportation's talent management program.

Report: Recruitment and Selection Committee: Tom Livers presented a report from the recruitment and selection subcommittee. The task force reviewed four model job description handouts.

- State human resources staff will revise the draft template job description for the next meeting.
- The task force placed the predominant duty rule discussion in the parking lot.

- Tim Burton requested a consistent statewide message about pay for all agencies. The task force agreed and placed the proposal in the parking lot.

Workforce Planning – Identify top 3-4 issues and name the retention subcommittee: - The task force brainstormed ideas for the retention subcommittee. The task force also named members for the retention subcommittee.

- Dore Schwinden will contact Cort Jensen about presenting student loan forgiveness for public service to the committee.

Introduction to the Internal Equity Charge: Paula Stoll announced she will introduce the subject of fixed-cost training for the professional development center at the next cabinet meeting. She requested comments from task force members who will not be present at the cabinet meeting.

She also introduced Bonnie Shoemaker, who presented the interagency pay tool using instructions and a sample report from the tool.

- The state human resources division will monitor use of the pay tool and determine a schedule for updating it.
- As moved by Dore Schwinden and seconded by Tim Burton, the task force decided they needed to take no further action regarding internal equity, based on data produced by state human resources from the interagency pay tool. The task force will continue monitoring internal equity.

Public comments: No public comments

Meeting Wrap-Up: Chris Christensen summarized the results of the meeting.

- The state human resources will present a revised draft job description at the next committee.
- The predominant duty rule review will be placed in the parking lot.
- The proposal for a consistent statewide message about pay will be placed in the parking lot.
- The task force will continue monitoring pay.
- Task force members who will not be present at the cabinet meeting will forward their comments about fixed-cost training to Paula Stoll.
- Chris turned the meeting over to Janet Kelly.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 12:48 pm.

The next meeting of the task force will be September 29, 2010, from 10:00 a.m. to 1:00 p.m., at the DEQ Metcalf building, room 111, 1620 E. 6th Avenue, Helena, Montana.